

## **The Tempe Way**



### **MISSION:**

To make Tempe the best place to live, work and play.

### **VALUES:**

People... Integrity... Respect... Openness... Creativity... Quality...

## **Business Intern**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To perform a wide variety of general clerical duties as required in assigned department, as a participant in the cooperative office education (COE) program.

### **Supervision Received and Exercised:**

Receives immediate supervision from management, professional, technical or higher level clerical staff.

### **Examples of Duties:**

This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Perform a wide variety of general clerical work including typing, filing, duplicating, proofreading and record keeping.
- Sort and file documents and records, maintaining alphabetical, numeric, index and cross-reference files.
- Pick-up and deliver interdepartmental mail and general correspondence as needed; pick-up and deliver materials to duplicating as needed.
- Issue, receive, type and process various forms as required by the department.
- Type and proofread a variety of documents including general correspondence, agendas, reports, memos and charts.
- Act as a receptionist; answer the telephone and wait on the general public, providing general information on departmental and City policies and procedures as required; refer calls and visitors to appropriate department personnel.

CITY OF TEMPE  
COE Clerk (continued)

- Assist in gathering data, and compiling and mailing informational handouts to employees and the general public.
- May enter data and information into a computer.
- Operate copy machine, typewriter, wordprocessor, Fax machine and other office equipment.

**Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

**Experience:**

Some general clerical experience is desirable.

**Training:**

Must be currently enrolled through high school in the Cooperative Office Education Program (COE).

**This position is included in the City's classified service, pursuant to City of Tempe Personnel Rules and Regulations, Rule 1, Section 104.**

**Job Code: 1200**

**Salary Range: T01**

**Compensation Plan: P40 / Temporary**

**FLSA: Non-Exempt**